

Report for Week Ending 18 June 1958
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 38 actions requiring the printing of 1,267,125 copies or sets of blank forms. This represents ~~one~~ an increase of 18 actions and an increase of 286,325 copies or sets as compared to last week.
- ✓ (2) One, revised and eleven new forms were approved.
- ✓ (3) One ^{Form} ~~for~~ was made obsolete and one form redesignated.

b. Intangible

(1)

✓

25X1A6d

- (2) Coordinated on the use of our Travel Order Form by NSC and OCB.
- (3) Approved proof copies of the Information Report Forms 1 d and 1 e.

2. Assignments

- (1) Sixteen new and sixteen revised forms are pending.
- (2) Six Employee Suggestions are pending.

3. News

- (1) Attended the last O & M Luncheon Group Meeting of this year at the Burlington Hotel.

25X1A9a

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